

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
EXECUTIVE OFFICE  
OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA



**MAYOR'S CONFERENCE ROOM**

Room 1030 South  
One Judiciary Square  
441 4<sup>th</sup> Street, NW  
Washington, DC 20001

**RESERVATION/CONFIRMATION FORM**

Date Request Submitted: \_\_\_\_\_

DC Department/Agency: \_\_\_\_\_

If not DC, Organization Name: \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_

Begin & End Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

(i.e., luncheon meeting, press conference, etc.)

No. of attendees: \_\_\_\_\_

**Please Note:**    \*You are responsible for setting up the room.  
                         \*If you would like the room to be set up for you – there is a fee of \$14.00 per hour.  
                         \*Table and chairs are set up Conference Style, if you change it, please rearrange it.  
                         \*Please extend the courtesy of cleaning up after your event.  
(For all questions regarding suite 1030S, please contact the Building Manager's Office at 727-3133)

**FOR OFFICIAL USE ONLY**

Confirmation date: ____/____/____	Confirmed by (staff): _____
( ) Date changed because of Mayor's event	New date: _____
( ) Time changed because of Mayor's event	New time: _____

For confirmation, please fax this form to the attention of Wendy D'Abreau  
Phone: (202) 727-6306  
Fax: (202) 727-3582  
Thank you.